

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Sonoma County Transit
Project Name:	Electric Bus Purchase for Route 24 Service Expansion
Project Type: <i>See Attachment A</i>	Purchase Zero-Emission Vehicle and Expand Transit Service
Description of Project (Short):	Purchase Electric Bus and Expand Transit Service on Route 24 in Sebastopol
Project Location:	Sebastopol, California
Project Start Date (anticipated):	Dec-16
Project End Date (anticipated):	Dec-17

Funding Information:

Funding Year:	FY 15-16
Requested Amount of PUC 99313:	\$18,112
Requested Amount of PUC 99314:	\$29,599
Total LCTOP Funding:	\$47,711
Total Project Cost:	\$450,000

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	0.0017
Project Life:	10
Estimated Total GHG Reduction:	0.017

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	No
Does the Project Benefit a DAC?	No
Identify the DAC Census Tracts?	N/A
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	N/A
Qualitative Description of DAC Benefit?	N/A
Describe the DAC Need Project Addresses?	N/A
Total GGRF \$ Allocated to DAC	0

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	Yes
Ridership Increase	Yes
Fuel Ues Reduction:	Yes
Energy Use Reduction:	

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: MTC	
Project Lead: Sonoma County Transit	County: Sonoma
Project Title: Electric Bus Purchase for Route 24 Service Expansion	

Project Lead:

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Susan Klassen

Signature:

Title: Director, Sonoma County Transportation and Public Works Department

Agency: Sonoma County Transit

Date: _____ **Amount:** \$29,599

Contributing Sponsor(s):

*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or **attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.**

Name: Alix Bockelman

Signature:

Title: Deputy Executive Director, Policy

Agency: MTC

Date: _____ **Amount:** \$18,112

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	LCTOP Allocation	15/16	16/17	17/18
Request Amount per PUC 99313:		\$18,112	\$0	\$0
Request Amount per PUC 99314:		\$29,599	\$0	\$0
Total Project Allocation Request:		\$47,711	\$0	\$0
Project Title:	Electric Bus Purchase for Route 24 Service Expansion			
Project Location/Address:	Sebastopol, CA			

Table 1: Project Lead Information

	Legislative District Numbers	
Agency Name: Sonoma County Transit	Assembly:	2, 4 & 10
Contact Person: Bryan Albee	Senate:	2 & 3
Contact Phone #: (707) 585-77516	Congressional:	2 & 5
Email Address: bkalbee@sctransit.com	Amount:	PUC Funds Type:
Address: 355 West Robles Ave.	\$ 29,599	99314
Santa Rosa, CA 95472	\$	

Table 2: Contributing Sponsor Information

Name: Metropolitan Transportation Commissi	Amount :	PUC Fund Type:
Contact: Melanie Choy	\$ 18,112	99313
Contact Phone #: (510) 817-5607	\$	
Email Address: mchoy@mtc.ca.gov		
Address: 101 Eighth Street		
Oakland, CA 94607-4700		
Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name:	\$	
Name:	\$	
Name:	\$	
TOTAL \$47,711		

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes).

Operations Projects				Capital Projects			
	A1	<input checked="" type="checkbox"/>	Ai		B1		Bi
<input checked="" type="checkbox"/>	A2		Aii		B2		Bii
	A3		Aiii		B3		Bii
	A4		Aiv		B4		
	A5						

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

LCTOP funding is being requested by Sonoma County Transit to assist with the purchase of an electric bus that will be deployed on existing local route 24 within the City of Sebastopol and on proposed new Sebastopol SMART Connector service (route 24X). The Sebastopol SMART Connector will provide weekday feeder bus service between the City of Sebastopol and new commuter rail service to be operated by Sonoma Marin Area Rail Transit (SMART) at the Cotati Train Depot in the City of Cotati. While Sonoma County Transit's route 24 provides existing local service only within the City of Sebastopol, the Sebastopol SMART Connector will provide expanded weekday morning and evening commute service along the Hwy. 116 corridor between the City of Sebastopol and the Cotati Train Depot with coordinated connections to and from SMART's commuter rail service. The Sebastopol SMART Connector service will begin in December 2016 in conjunction with inauguration of SMART's commuter rail service. It is anticipated that this new service will be operated for a minimum of 5 years at which point it may be evaluated for modification.

b) Project Location - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information, <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

Attached, please find project site maps showing existing local route 24 service within the City of Sebastopol and the proposed Sebastopol SMART Connector (Route 24X) highlighted along the Hwy. 116 corridor between the City of Sebastopol and the Cotati Train Depot in the City of Cotati.

c) Project Life - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital: 10 years (electric bus purchase)

Operations: 5 years (minimum anticipated)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

The Sebastopol SMART Connector (route 24X) will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. As indicated in the answer to question "c" under Table 7 of this application, the Sebastopol SMART Connector is anticipated to add up to 36 passenger trips per weekday during commute periods. Of the 36 additional passenger trips per day, it is anticipated that up to 24 of these passenger trips will be replacing an average auto trip of 9 miles each way.

b) Increased Mode Share - Describe how this project will directly increase mode share.

Sebastopol SMART Connector trips will supplement existing transit trips between the City of Sebastopol and the Cotati/Rohnert Park area provided on Sonoma County Transit route 26. With the additional Sebastopol SMART Connector trips, average morning headways along the Hwy. 116 corridor between the City of Sebastopol and the Cotati/Rohnert Park area will improve to every 45 minutes during the 7 a.m. to 9 a.m. weekday morning commute and to every 45 minutes during the 4 p.m. to 6 p.m. weekday evening commute. As described earlier, the Sebastopol SMART Connector will provide expanded weekday morning and evening commute service along the Hwy. 116 corridor between the City of Sebastopol and the Cotati Train Depot in the City of Cotati with coordinated connections to and from SMART's commuter rail service.

c) Disadvantaged Communities (DAC) Project Criteria

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantaged community (e.g., vouchers, reduced fares, transit passes)).

Low Carbon Transportation Projects

	1A		2A
	1B		2B
	1C		2C
	1D		

Transit Projects

	1A		1G		2E
	1B		1H		2F
	1C		2A		2G
	1D		2B		2H
	1E		2C		2I
	1F		2D		

d) Disadvantaged Communities (DAC) (if applicable*) - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

There are no disadvantaged community (DAC) census tracts currently located within Sonoma County transit service area.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

e) **Co-Benefits** - Check all additional Benefits/Outcomes.

<input type="checkbox"/>	Improved Safety	<input type="checkbox"/>	Coordination with Educational Institutions
<input checked="" type="checkbox"/>	Improved Public Health	<input type="checkbox"/>	College/University
<input checked="" type="checkbox"/>	Reduced Operating/Maintenance Cost	<input type="checkbox"/>	Grades K-12
<input type="checkbox"/>	Increase System Reliability	<input type="checkbox"/>	Promotes Active Transportation (walking, biking)
<input type="checkbox"/>	Other Benefits (describe below)	<input checked="" type="checkbox"/>	Promotes integration with other modes of transportation

f) **Co-Benefits** - Describe benefits indicated above in d) and any other benefits not listed.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	May-16
End Vehicle/Equipment Order (Contract Acceptance)	Jun-16
Begin Closeout Phase	Nov-16
End Closeout Phase	Dec-16

Operations Projects	
Begin expanded/enhanced transit services	Dec-16
End expanded/enhanced transit services	
Begin Closeout Phase	
End Closeout Phase	

START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.

Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds,they must be funded by other soures.

Low Carbon Transit Operations Program (LCTOP)

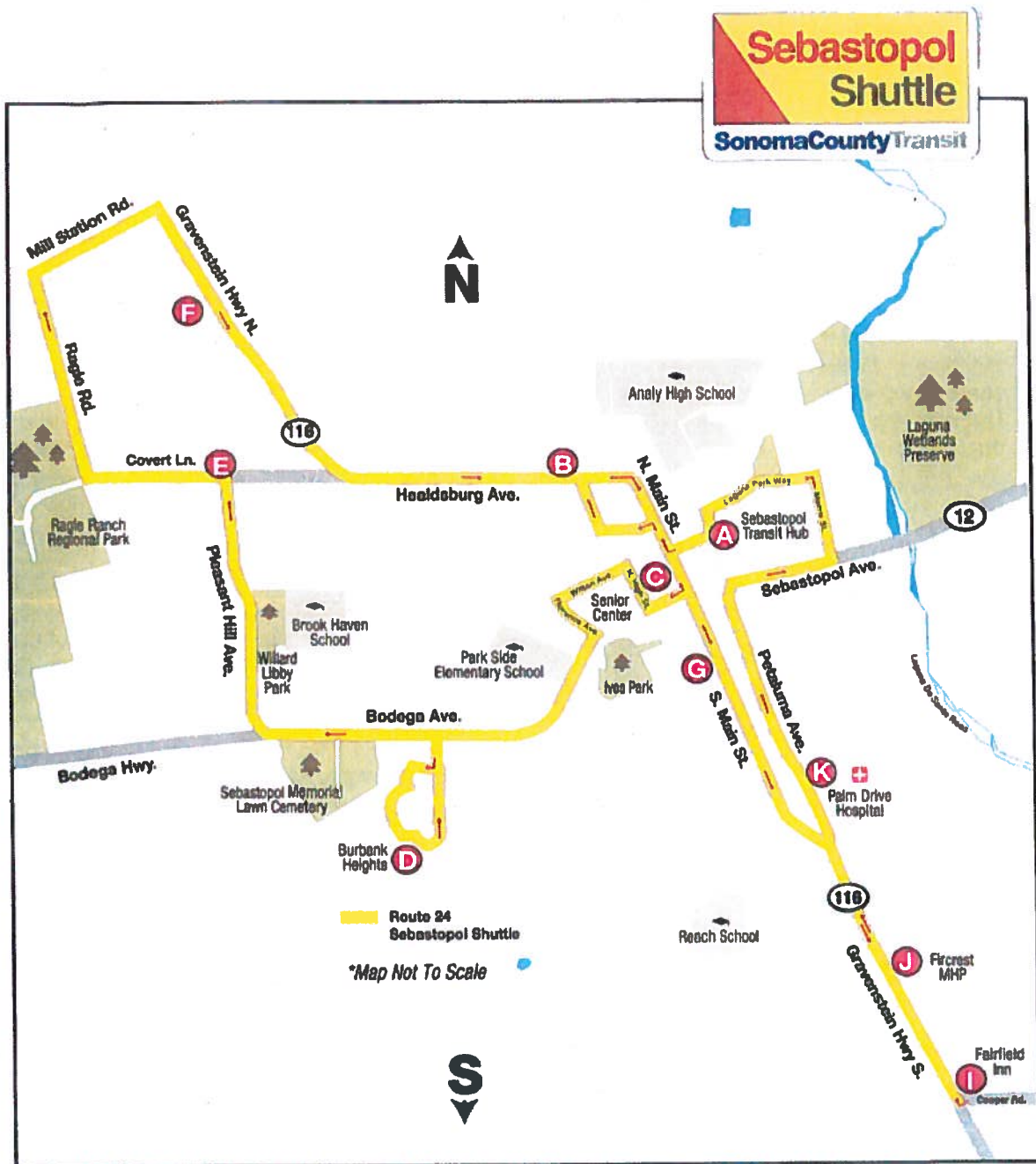
PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

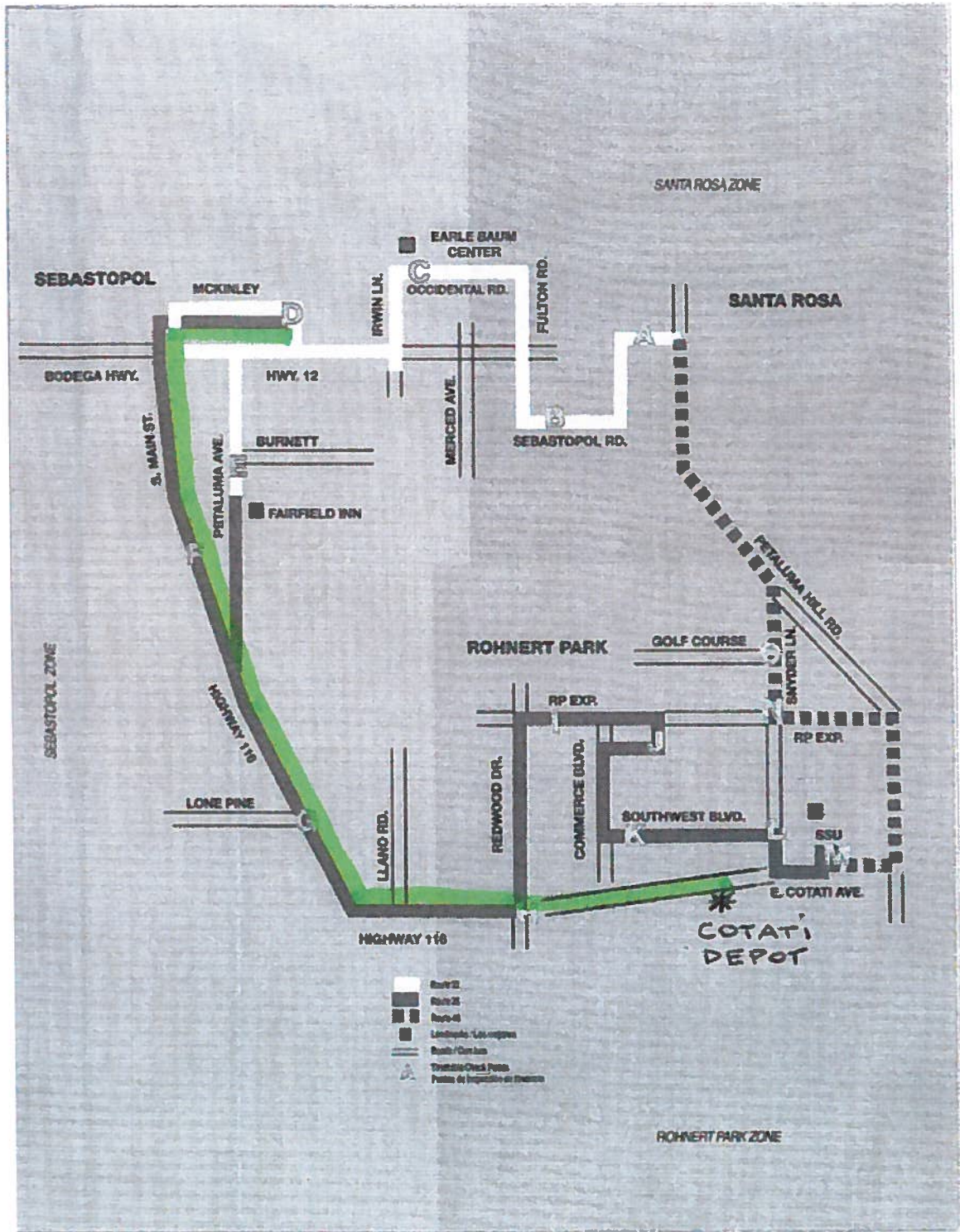
- a) Describe the operating plan for this system.
The Sebastopol SMART Connector (route 24X) will be designed to provide two trips during the weekday morning commute period and two trips during the weekday evening commute period between the City of Sebastopol and the Cotati Train Depot. Sebastopol SMART Connector trips will supplement existing transit trips provided along the Hwy. 116 corridor between the City of Sebastopol and Cotati/Rohnert Park area provided on Sonoma County Transit route 26. With the additional Sebastopol SMART connector trips, average morning headways along the Hwy. 116 corridor will improve to every 45 minutes during the 7 a.m. to 9 a.m. weekday morning commute and to every 45 minutes during the 4 p.m. to 6 p.m. weekday evening commute. As described earlier, the Sebastopol SMART Connector will provide expanded weekday morning and evening commute service along the Hwy. 116 corridor between the City of Sebastopol and the Cotati Train Depot in the City of Cotati with coordinated connections to and from SMART's commuter rail service. The annual deficit for the Sebastopol SMART Connector service is projected to be approximately \$29,645, which will be covered by local Transportation Development Act (TDA) funds
- b) Describe the fare structure for this system.
Cash fares for the Sebastopol SMART Connector (route 24X) are proposed to be the same as Sonoma County Transit's existing routes, which are \$1.50 for regular adult, \$1.25 for youth and \$0.75 for senior and disabled.
- c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.
Based on weekday ridership on other local and intercity routes operated by Sonoma County Transit within the City of Sebastopl and the Rohnert Park/Cotati area, and along the Hwy. 116 corridor between the City of Sebastopol and the Rohnert Park/Cotati area, ridership on the Sebastopol SMART Connector (route 24X) is anticipated to be up to 36 passenger trips per day. Multiplied by 255 weekdays per year, total projected annual ridership on the Sebastopol SMART Connector is estimated to be up to 9,180 passenger trips.
- d) Describe the assumptions and process for how the operating cost projections were developed.

The cost projections for the Sebastopol SMART Connector (route 24X) assume an estimated 2.5 hours of service per weekday. Based on an estimated incremental cost of \$50 per service hour, the project daily cost for the route is \$125. Assuming 255 weekdays per year, the routes annual cost is projected to be \$31,875. And assuming an estimated 7% farebox recovery providing passenger fares of up to \$2,230, the total projected annual deficit for the Sebastopol SMART Connector is anticipated to be \$29,645. The annual deficit for the Sebastopol SMART Connector service will be covered by local Transportation Development Act (TDA) funds allocated to Sonoma County Transit.

Route 24 – Existing Service



Route 24X – Proposed Service



Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print) Steven Schmitz	Phone: (707) 585-7516	Date: 1/27/16
Approval Authority: Sign and date	Typed name and phone number: Bryan Albee (707) 585-7516	

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								Project
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	401,125	0	0	0	0	0	401,125
Operations/Other	0	0	0	0	0	0	0	0
TOTAL	0	401,125	0	0	0	0	0	401,125

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		47,711						47,711
Operations/Other								0
TOTAL	0	47,711	0	0	0	0	0	47,711

Funding Source: Transportation Development Act								
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		353,414						353,414
Operations/Other								0
TOTAL	0	353,414	0	0	0	0	0	353,414

Funding Source:								
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

Funding Source:								
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15-16	FY _____	FY _____	FY _____	FY _____	FY _____	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0



County of Sonoma State of California

Date: March 1, 2016

Item Number: _____
Resolution Number: _____

☐ 4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of
California, Authorizing the Execution Of The Certifications And Assurances For The
Low Carbon Transit Operations Program (LCTOP).**

Whereas, the County of Sonoma – Sonoma County Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

Whereas, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

Whereas, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

Whereas, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

Whereas, the County of Sonoma – Sonoma County Transit wishes to delegate authorization to execute required LCTOP documents and any amendments thereto to the Director of Transportation and Public Works; and

Whereas, the County of Sonoma – Sonoma County Transit wishes to delegate to the Transit Systems Manager authorization to submit all required LCTOP progress reports.

Now, Therefore, Be It Resolved, by the Sonoma County Board of Supervisors that the County of Sonoma – Sonoma County Transit agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

Be It Further Resolved that the Director of Transportation and Public Works be authorized to execute the Certifications and Assurances and any Amendments thereto required of the LCTOP program with the California Department of Transportation, and that the Transit Systems Manager be authorized to submit all required LCTOP progress reports.

Resolution #
Date: March 1, 2016
Page 2

Supervisors:

Gorin: Rabbitt: Zane: Gore: Carrillo:

Ayes: Noes: Absent: Abstain:

So Ordered.



County of Sonoma State of California

Date: March 1, 2016

Item Number: _____
Resolution Number: _____

☐ 4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing the Execution Of The FY 2015-16 Low Carbon Transit Operations Program (LCTOP) Project For \$47,711 To Purchase An Electric Bus.

Whereas, the County of Sonoma – Sonoma County Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

Whereas, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

Whereas, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

Whereas, the Department has developed guidelines for the purpose of administering and distributing FY 2015-16 LCTOP funds to eligible project sponsors (local agencies); and

Whereas, the County of Sonoma – Sonoma County Transit wishes to implement the LCTOP project listed above; and

Now, Therefore, Be It Resolved, by the Sonoma County Board of Supervisors that the County of Sonoma – Sonoma County Transit agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

Be It Further Resolved by the Sonoma County Board of Supervisors that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2015-16 LCTOP funds:

Project Name: Electric Bus Purchase for Route 24 Service Expansion

Amount of LCTOP funds requested: \$47,711

Short description of project: Purchase one electric-powered bus for expanded transit service on Route 24 in Sebastopol.

Contributing Sponsor: Metropolitan Transportation Commission

Resolution #
Date: March 1, 2016
Page 2

Supervisors:

Gorin: Rabbitt: Zane: Gore: Carrillo:

Ayes: Noes: Absent: Abstain:

So Ordered.



Low Carbon Transit Operations Program (LCTOP)

Authorized Agent

As Chair of the Sonoma County Board of Supervisors, I hereby authorize the following individuals to execute for and on behalf of the County of Sonoma – Sonoma County Transit, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Director of Transportation and Public Works

Transit Systems Manager

Signed by Supervisor Efren Carrillo _____ and approved this 1st day of March 2016.

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP)

Certifications and Assurances

Project Sponsor: County of Sonoma - Sonoma County Transit

Agency Name: County of Sonoma - Sonoma County Transit

Effective Date of this Document: March 1, 2016

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.

- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
- (10) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
 - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project sponsor agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part

18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:

a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and

b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the project sponsor has received payment that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project sponsor to the State of California (State). Should the project sponsor fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project sponsor from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project sponsor, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the project sponsor, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project sponsor, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Project Sponsor pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project sponsor's external

and internal auditors may be relied upon and used by the State when planning and conducting additional audits.

- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project sponsor's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project sponsor shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

County of Sonoma – Sonoma County Transit

BY: _____
Susan Klassen, Director of Transportation and Public Works